

<p align="center">6 RESPONSIVE MEASURES</p>	<p align="center">Page 1 of 2</p>
<p align="center">Division of Forensic Science</p> <p align="center">SAFETY MANUAL</p>	<p align="center">Amendment Designator:</p>
	<p align="center">Effective Date: 13-February-2004</p>
<p align="center">6 RESPONSIVE MEASURES</p> <p>In spite of the system of preventive/protective measures which has been instituted by DFS, accidents and other incidents <u>will</u> occur which do, or could, result in uncontrolled exposures of employees to hazards. To address such accident/incidents, the following measures have been developed to minimize the effects of any exposures, or, when possible, prevent such exposures from occurring.</p> <p>6.1 Emergency Procedures and Evacuation Plans</p> <p>Each Laboratory will develop and implement a Regional Operating Procedure (ROP) defining the procedures to be followed in the event of emergencies. Each such ROP will include the building evacuation plan; diagrams of emergency exit routes and assembly areas will be contained in the ROP, and should be posted throughout the building.</p> <p>6.2 First Aid</p> <p>6.2.1 Each Laboratory will designate a group of employees as the First Aid Team. Such employees will be either be individuals who are active EMTs, paramedics, etc., or are certified in First Aid and CPR by a recognized organization such as the Red Cross or American Heart Association.</p> <p>6.2.2 Members of the Team shall respond to requests for first aid.</p> <p>6.2.3 In the event of a building evacuation, team members shall first ensure they are accounted for as being out of the building, then assemble with the Building Warden to respond to any first aid requests.</p> <p>6.2.4 To ensure that proper equipment and sufficient supplies are available for use by the Team, a minimum of one substantial first aid kit shall be stocked and maintained by the Team, for use only by Team members. Smaller kits should be available for general use for minor incidents.</p> <p>6.3 Spill Cleanup</p> <p>6.3.1 Spills of hazardous materials shall be addressed as quickly as possible, by employees with appropriate training (or knowledge). If an employee is not certain if they are qualified to handle a spill, they should inform their supervisor, who will decide on further action.</p> <p>6.3.2 Biohazards</p> <p>All employees receive training under DFS' Bloodborne Pathogen program; this training includes the procedure for cleanup of spills of body fluids and/or tissues. In summary, that procedure involves:</p> <ul style="list-style-type: none"> • donning proper protective equipment, • absorbing/collecting the spill, • placing the collected materials in a biohazard container, • decontaminating the affected area with a 10% bleach solution, and • cleaning up the bleach with water. <p>6.3.3 Hazardous Chemicals</p> <p>Because of the large number of hazardous chemicals used at DFS, the procedure for cleanup of a chemical spill cannot be predefined but must be determined by a knowledgeable individual based on the hazard(s) of the spill. The procedure will depend on the chemical(s), the amount involved, and the exact nature of the spill. Only individuals who have received training by DFS may cleanup chemical spills; spills must be reported to the Safety Coordinator or Safety Officer before cleanup is performed (but see 6.3.3.1 below). Training will be provided by the Safety Coordinator or Safety Officer, and will include hands-on demonstrations of the proper choice and use of equipment and materials.</p>	

<p align="center">6 RESPONSIVE MEASURES</p>	<p align="center">Page 2 of 2</p>
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<div data-bbox="297 296 1552 1075"> <p>6.3.3.1 Note that untrained employees who have substantial experience, education, and/or training in chemistry may cleanup small spills of well known chemicals of low hazard, if the cleanup is straight forward and performed in a manner which will not compromise the safety of employees. Such cleanups shall be reported to the Safety Coordinator or Safety Officer in a timely manner.</p> <p>6.3.3.2 More substantial spills, or small spills of more hazardous materials, must be cleaned up by personnel who have received spill cleanup training. Such personnel shall wear appropriate personal protective equipment (PPE) and use other equipment and materials specifically designed for the spilled material. Cleanups of respirable materials may only be performed by personnel who have both received spill cleanup training and are covered by the Respirator Program.</p> <p>6.3.3.3 Large spills, or spills of a highly hazardous chemical, will be dealt with by external personnel, i.e., local Hazardous Material teams.</p> <p>6.3.3.4 Cleanups shall generally be performed in the following manner:</p> <ul style="list-style-type: none"> • determine the hazard(s) of the spilled materials, • collect the necessary equipment and materials to perform the cleanup, • don necessary PPE, • contain the spill, • absorb and/or neutralize spilled materials, as appropriate, • collect spilled materials in appropriate containers, • decontaminate affected surfaces/items, • decontaminate or discard equipment, and • dispose of materials and any contaminated equipment as hazardous waste. </div> <div data-bbox="152 1136 334 1167"> <p>6.4 Firefighting</p> </div> <div data-bbox="199 1194 1552 1289"> <p>As many employees as practical will be provided hands-on training in the use of portable fire extinguishers. Only those employees may use extinguishers. Such training will be provided by an external agency such as a local Fire Department.</p> <p align="right">◆End</p> </div>	